Performance & Development Solutions
Open Enrollment Training Calendar
November, 2011

Date	CourseName	CourseNumber	Location	Time
02-Nov-11	Americans with Disabilities Act	NC 123	Hoover A, Rm 6	1:00 - 4:00
This course is designed to show supervisors and managers their legal responsibilities under the Americans with Disabilities Act (ADA) and to give useful answers to often-asked questions.			
02-Nov-11	Dreamweaver - Level 2	PE 658	New Horizons	8:30 - 4:00
This course is intended for web developers, designers, and administrators who are familiar with the basic tools and features of Adobe® Dreamweaver® CS5 and want to expand on existing knowledge to gain intermediate to advanced skills for creating and maintaining more robust interactive websites. This course covers the Adobe® Certified Associate and Adobe® Certified Expert exam objectives, and is intended to help prepare students to take the Adobe Certified Associate exam and Adobe Certified Expert exam as well.			
02-Nov-11	Equal Employment Opportunity/Affirmative Action	NC 202	Hoover A, Rm 6	8:30 - 11:30
Equal Employment Opportunity and Affirmative Action (EEO/AA) are important parts of the State's long-range workforce planning as well as its commitment to attracting and retaining a diverse workforce. Therefore, understanding EEO/AA is critical for all supervisors and managers. Participants will learn the legal principles of EEO/AA and its use as a tool to effectively manage an increasingly diverse workplace.			
03-Nov-11	Creative Thinking & Problem Solving	GI 160	Hoover A, Rm 6	8:30 - 4:30
This course is designed to help participants be more creative in their organization and learn how to accelerate and direct creativity toward desired results. Participants will be introduced to concepts, exercises, and techniques for generating innovative approaches to deal with problems.			
03-Nov-11	SQL Querying Level 1	PD 163	New Horizons	8:30 - 4:00
In this course, students will compose SQL queries to retrieve desired information from a database. This class is for individuals with basic computer skills, familiar with concepts related to database structure and terminology, and who want to use SQL to query databases.			
04-Nov-11	Judicial Rule Review	RM 007	Hoover A, Rm 6	1:00 - 3:00
This course looks at the role of the courts in hearing challenges to state agency decisions, including rulemaking. The judiciary is empowered to overturn an agency rule if an agency makes a mistake in the procedure it follows in adopting a rule or if it makes a mistake in terms of the substance of the rule itself. Attendees will learn the 14			
04-Nov-11	Open Meetings Public Records	RM 011	Hoover A, Rm 6	9:00 - 11:00
The free flow of information is key to our democratic society. The challenge for everyone, especially our policymakers, is to balance the public's right to information with the individual's right to privacy. The goal of this seminar is to inform you of the public record and open meetings laws, procedures, and exemptions and discuss any recent legislation pertaining to open meetings and public records.			

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04-Nov-11	SQL Querying Level 2	PD 165	New Horizons	8:30 - 4:00
In this course, students will work with advanced queries to manipulate and index tables. Students will also create transactions so that you can choose to save or cancel data entry process. This class is for students that have basic computer skills, SQL skills, and be familiar with concepts related to database structure and			
07-Nov-11	Access Level 2 (2 Days)	PC 155	New Horizons	8:30 - 4:00
In this course, students will create complex Access databases by structuring existing data, writing advanced queries, working with macros, and performing database maintenance. This course is for the individual whose job responsibilities include working with heavily related tables; creating advanced queries, forms, and reports; writing macros to automate common tasks; and performing general database maintenance.			
07-Nov-11	Access: VBA Programming (VBA for Access) (3 Days)	PD 120	New Horizons	8:30 - 4:30
The course is designed for experienced Access users who want to learn activex data objects, control structures, and the basics of VBA programming.			
07-Nov-11	Excel Programming with VBA (2 Days)	PE 596	New Horizons	8:30 - 4:30
In this course, students will learn how to simplify their work in the Excel environment by automating many of the repetitive tasks that are part of spreadsheet development. This class is for students looking to gain the skills necessary to apply VBA to develop macros, format worksheets, create user-interactive macros, work with			
07-Nov-11	Grant Management	GI 300	Hoover A, Rm 6	9:00 - 4:00
Participants will learn how to create a management environment that maximizes the effectiveness of your grant and maximizes the opportunities for securing future grant support. The session deals with management, budget, reporting, regulatory and other critical issues associated with grant management.			
07-Nov-11	Word Level 2	PC 084	New Horizons	8:30 - 4:00
In this course, students will create complex documents and build personalized efficiency tools using Microsoft Office Word 2010. This course is designed for students who are able to create and modify standard business documents in Microsoft Word 2010, but need to know how to create or modify complex business documents and customized Word efficiency tools. It also aims to assist students preparing for the Microsoft Office Specialist exams for Microsoft Word 2010.			
08-Nov-11	Business Writing Workshop	GI 134	Hoover A, rm 5	8:30 - 4:30
Writing is a critical skill in today's business world. Participants in this workshop will learn skills and techniques to improve all aspects of business writing, including memos, e-mail, letters, reports, and file documentation.			
09-Nov-11	Customer Service Telephone Skills	QM 030	Hoover A, Rm 6	8:30 - 4:30
Today many customers know us only by the impression we make on the phone. Our telephone skills give that first impression and more. This interactive workshop, to include: * taking calls, discerning necessary information, and gaining information from callers			

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Date	CourseName	CourseNumber	Location	Time
10-Nov-11	Coaching and Leading for Top Performance	SC 213	Hoover A, Rm 6	8:30 - 4:30
	This course focuses on the topic of leadership, with special emphasis on the coaching aspect of the leadership role. Great coaches spark peak performance from others by setting stretch goals, clarifying expectations, providing the right tools and resources, giving effective feedback, counseling employee problems, and linking rewards and recognition to top performance. Great coaches are also willing to confront performance problems.			
10-Nov-11	Photoshop Level 1 (2 Days)	PC 425	New Horizons	8:30 - 4:00
	In this course, students will learn to use layers and to apply layer effects and filters for creating special effects. Additionally, students will use painting tools and blending modes to enhance the appearance of your design.			
11-Nov-11	InDesign Level 1	PD 065	New Horizons	8:30 - 4:00
	In this course students will utilize Adobe® InDesign® CS5 to create and deliver eye-catching printed documents.			
14-Nov-11	Powerpoint Level 2	PC 037	New Horizons	8:30 - 4:00
	In this course students will enhance their presentation by using features that will transform it into a powerful means of communication. They will customize the PowerPoint interface to suit the requirements and use features to create presentations.			
15-Nov-11	Access 2007 Level 3	PC 010	New Horizons	8:30 - 4:00
	In this course, students will exchange data with other applications, automate business processes by using VBA code, and secure and share databases. This course is designed for students who have a thorough understanding of the basic and advanced user features of the Microsoft® Office Access™ 2007 application, and are interested in			
15-Nov-11	Fundamentals of Supervision	NC 151	Hoover A, Conf Rm 6	8:30 - 4:30
	This course will provide new and experienced supervisors with the essential skills to be a good supervisor. Supervisors will learn to establish credibility, create an effective work style, manage their time and schedule their workload. They will discover the basics of coaching, communication, motivation, delegation and performance management, which will help create a higher performing team and decrease some of the stress			
16-Nov-11	Dimensions of Behavior	GI 312	Hoover A, Rm 6	8:30 - 12:00
	This workshop will help participants explore their behavior across the four DiSC dimensions and how they use those dimensions in situations. Each participant will complete a personal DiSC profile, which will help them			
16-Nov-11	Unleashing the Power of Diversity	GI 450	Hoover A, rm 5	1:00 - 4:30
	In 2009 all state employees will receive required diversity training. Performance & Development Solutions (PDS) within the Department of Administrative Services – Human Resources Enterprise is organizing the more than			
17-Nov-11	Crystal Reports Level 3 (2 Days)	PC 515	New Horizons	8:30 - 4:00
	In this course, students learn how to create more sophisticated reports including subreports and cross-tabs, and how to increase the speed and efficiency of your reports by using SQL queries.			

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17-Nov-11	Investigating Employee Misconduct	NC 118	Hoover A, Rm 5	8:30 - 4:00
This course is designed to assist supervisors and managers in investigating employee misconduct. Participants will learn how to gather information about an employee's alleged misconduct or rule violation, the purpose of an investigation, how the elements of just cause play a key part in the investigation, and how to conduct the			
17-Nov-11	Outlook 2007 Level 2	PD 016	New Horizons	8:30 - 4:00
In this course, students will customize the Outlook environment, calendar, and mail messages, and will also			
17-Nov-11	Thriving on Change	GI 163	Hoover A, Rm 6	8:30 - 4:00
Make change work for you by attending this exciting course. Learn how to put changes in perspective, explore why people react to change in different ways, and strategies to make change work for both you and the			
17-Nov-11	XML Advanced (2 Days)	PC 318	New Horizons	8:30 - 4:30
This course is a gentle introduction to XML. It is designed for both technical and non-technical students. All of the central XML technologies are covered, including XSLT, XML DOM, XML Linking, DTDs, and XML Schema.			
18-Nov-11	Excel Level 1	PC 062	New Horizons	8:30 - 4:00
In this course, students will create and edit basic Microsoft Office Excel 2010 worksheets and workbooks. This			
22-Nov-11	Effective Writing: Strategies for Planning & Persuasion	GI 221	Hoover A, Rm 6	8:30 - 4:30
This workshop will help participants overcome three basic writing challenges: coming up with ideas, putting ideas into words, and putting the words on the page in the most persuasive and efficient ways possible, and polishing the results to perfections. Participants will develop their knowledge, skills and "tool kits" to enhance			
22-Nov-11	XHTML/HTML/CSS - Level 3	PC 334	New Horizons	8:30 - 4:00
In this course, students will apply the best practices of web design and create a website that enhances the usability and interactivity of the website. This course is intended for persons who have the necessary skills to			
23-Nov-11	Outlook 2010 Level 2	PD 016	New Horizons	8:30 - 4:00
This course is designed to assist supervisors and managers in investigating employee misconduct. Participants will learn how to gather information about an employee's alleged misconduct or rule violation, the purpose of an investigation, how the elements of just cause play a key part in the investigation, and how to conduct the			
28-Nov-11	Dreamweaver - Level 3	PE 660	New Horizons	8:30 - 4:00
In this course, students will create and manage database-driven websites. This course is intended for web designers and developers who have experience in using Dreamweaver to build websites and have a desire to expand on their knowledge to create professional, dynamic websites.			
29-Nov-11	Plain Talk: Writing for Clarity and Conciseness	GI 223	Hoover A, Rm 6	8:30 - 4:30
This workshop will help participants write and design documents that follow Plain Talk guidelines. Topics include adapting to the audience, handling technical information, creating a reader-friendly format, and measuring how			
30-Nov-11	Outlook 2007 Level 3	PD 325	New Horizons	8:30 - 4:00
This course builds on email and calendaring skills and will provide the skills needed to communicate in real time with other users, personalize mail, organize items, share and link contacts, create forms, and work offline and remotely. This course is for persons with an intermediate understanding of Outlook and who need to use			
30-Nov-11	Ensuring a Violence-Free Workplace - Manager Edition	SC 236	Hoover A, Rm 5	8:30 - 4:00
This course is designed to assist managers and supervisors with potential violence that may arise in the			